

Policy: AD-05-04
Policy Title: Vehicle Parking Policy
Policy Purpose: Set guidelines for City Services Center Parking
Implementation Date: 07/20/2005
Revision Date: 9/24/2008

CITY OF WESTFIELD CITY SERVICES CENTER VEHICLE PARKING POLICY

This policy is being created with the intention to assign designated parking locations at the City Services Center Campus, for associates employed within following City Departments: the City Administration, (CA), Community Development (CD), Information Technology (IT), Parks (P), Public Works (PW). Due to limited parking facilities at the City Services Center Campus and the numerous amount of visitor and employee vehicles and equipment used, it is necessary to employ a parking policy. Therefore, the following designations shall be adhered to by all department personnel and associates that are employed at the City Services Center Campus.

1. Westfield personnel and associates for the City Administration, PW Administration Office, GIS Division, Engineering Division, Fiber Division, PW Supervisors, I&C Division and Parks Department shall be assigned to park in parking lot "A" as described in Appendix "A". Those assigned to parking lot "A" shall provide the most accessible parking spaces closest to the Administration Office for visitors, the handicap accessible parking space, and the employee of the month parking space.
2. Westfield personnel and associates for the PW Water, Wastewater, and Street Divisions shall be assigned to park in parking lot "B" as described in Appendix "A". Additionally, the Community Development Municipal Vehicles are assigned to park in parking lot "B".
3. Westfield personnel and associates for the Community Development Department, PW Customer Service Division, Information Technology Department, and those assigned associates in the PW GIS and D/C Divisions as described in Appendix "B" shall be assigned to park in parking lot "D" as described in Appendix "A". Those assigned to parking lot "D" shall provide the most accessible parking spaces closest to the Administration Office for visitors, the handicap accessible parking space, and the employee of the month (Going the Extra Mile - GEM) parking space.
4. All department vehicles using parking lot "A" during normal business hours shall use discretion and limit their parking time. Parking is permitted during lunch hours as long as this privilege is not abused or excessive.
5. Parking Lot "C" is reserved for customers and visitors to the City Services Center Campus.

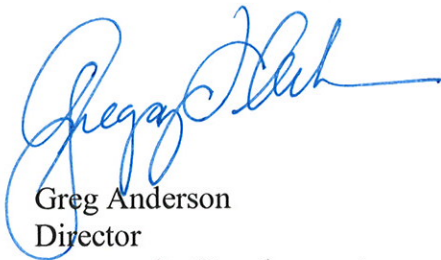
6. Appendix "A" designates the City Services Center Campus Parking Lot locations.
7. Appendix "B" designates the parking lot assignments for City Department associates and personnel.




Bruce A. Hauk
Deputy Mayor
City of Westfield



Kurt J Wanninger
Director
Westfield Public Works

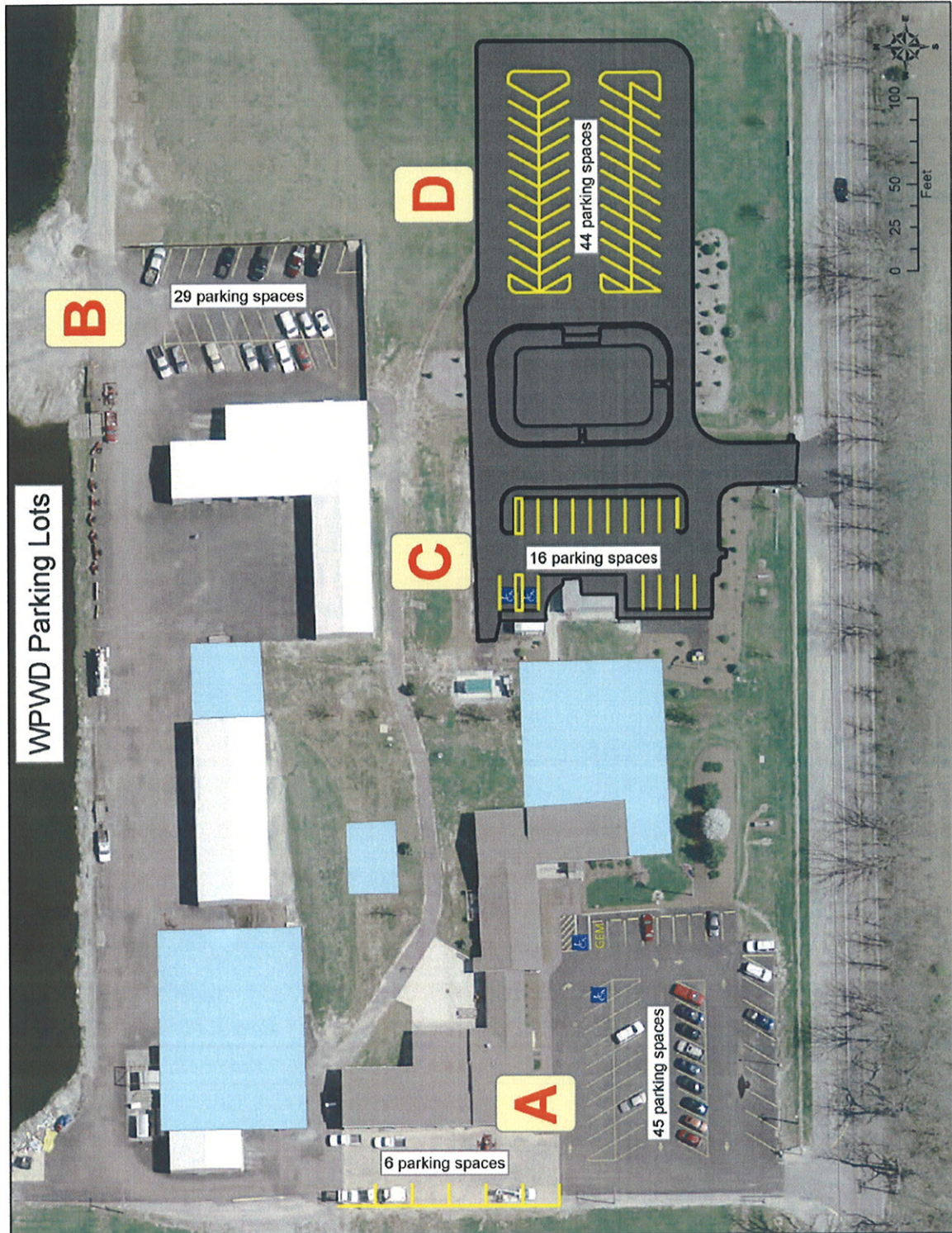


Greg Anderson
Director
Community Development



William Lundy
Director
Information and Technology

APPENDIX "A"



APPENDIX "B"

City Services Center Divisions

<u>PARKING LOT "A"</u>		<u>PARKING LOT "A" Cont'</u>	<u>PARKING LOT "D"</u>
<u>City Administration</u>		<u>Fiber Division</u>	<u>Customer Service Division</u>
A-1	Bruce Hauk	A-30 Eric Bishop	D-1 Peg Richardson
A-2	Tara Marshall		D-2 Kim Herrick
A-3	Debra Tolley		D-3 Sherre Edwards
A-4	Carrie Cason	A-31 <u>I&C Division</u>	D-4 Kelli Scrimager
A-5	Jeff Newman	Rob Lambert	D-5 Bridget Dirbuque
A-6	Diana Peyton	A-32 DeWayne Holman	
A-7	John Rogers		
A-8	Tammy Blackburn		
<u>PW Administration</u>		<u>PARKING LOT "B"</u>	<u>Community Development</u>
A-9	Kurt Wanninger		D-6 Greg Anderson
A-10	Sherry Goins	B-1 <u>Water Division</u>	D-7 Pat Leuteritz
A-11	Sharon Kingery	B-2 Jeremy Lollar	D-8 Al Salzman
A-12	Jeff Dean	B-3 James Norzinskay	D-9 Kevin Todd
A-13	Keeli Wright	B-4 Jon Higginbotham	D-10 Jennifer Miller
		B-5 Craig Thompson	D-11 Jeremy Miller
		B-6 Jonathan Berry	D-12 Jack Spalding
			D-13 Paul Accord
			D-14 Kenny Macey
<u>Parks Department</u>		<u>Wastewater Division</u>	<u>D/C Division</u>
A-14	Melody Sweat	B-7 Dan Parks	D-15 Gary Smith
		B-8 Kurt Bilyhmer	D-16 Adam Essex
		B-9 James Eikman	D-17 Wesley Rood
A-15	<u>D/C Division</u>	B-10 Jim Horn	D-18 Mike Morgan
A-16	Harry Nikides	B-11 Nick Compton	D-19 Randy Kenner
A-17	Donna Luley		
	Pete White	<u>Streets, G&M Division</u>	<u>GIS Division</u>
		B-12 Eric Watts	Tim O'Leary
A-18	<u>GIS Division</u>	B-13 Matt Bell	
A-19	Eric Becker	B-14 Jeff Gossard	<u>IT Division</u>
A-20	Leane Welsh	B-15 Greg Sinter	Bill Lundy
A-21	Derek Todd	B-16 Josh Pickett	Beth Hedricks
A-22	GIS Technician - Vacant	B-17 Morgan Riley	Mark Goshorn
	Paul Taylor	B-18 Travis Stetish	D-23 Derrick Cash
		B-19 Jason Greathouse	
		B-20 Brandon Breedlove	
A-23	<u>Engineering</u>	B-21 Mike Haemerle	
A-24	Neil VanTrees	B-22 Scott Shepard	
	Robert Kmetz	B-23 Scott Thompson	
		B-24 Dennis Hayes	
	<u>Supervisors</u>	<u>CD City Vehicles</u>	
A-25	Bryan Forkner	Truck # 301	
A-26	Randy Higginbotham	B-25	
A-27	Chad Spitznagle	B-26 Truck # 302	
A-28	Robert Merchant	B-27 Truck # 303	
		B-28 Truck # 304	
		B-29 Truck # 305	
A-29	<u>Fiber Division</u>		
	Eric Bishop		